



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
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MARINE CORPS ORDER 1550.25

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS FOREIGN LANGUAGE PROGRAM

Ref: (a) MCO 1550.4D
(b) MCO 7220.52A
(c) MCO 1540.33A
(d) MCO 3876.1
(e) MCO 1553.2
(f) MCO 1520.11C
(g) MCO 3821.1B
(h) MCO P1000.6F
(i) MCO P1200.7M
(j) MCO 1040.36A
(k) MCO 1040.40A
(l) MCO 5700.4C
(m) MCO 1553.1B

Encl: (1) Linguist Billet Sponsors at HQMC
(2) Records Disposition Instructions

1. Purpose. To promulgate policy, procedures, and guidance for the operation and management of the Marine Corps Foreign Language Program (MCFLP).

2. Background

a. Marines are required in billets around the world in which proficiency in a foreign language is critical to mission performance. The majority of these billets are in intelligence and cryptologic fields, but also include foreign area officers (FAO's), joint and security assistance billets and exchange programs. Current foreign language billet sponsors are listed in enclosure (1).

b. Foreign language capabilities and skills contribute to successful Marine Air-Ground Task Force operations. Success on future battlefields and in contingency situations may, as well as peacetime engagements to a large extent, be based on the capabilities and skills of foreign language trained Marines. These language capabilities and skills must be encouraged and supported at all levels to the maximum extent possible.

c. Foreign language abilities acquired as a result of civilian or military formal or informal training programs are highly perishable. Mastery of foreign language skills requires a training life cycle which integrates formal and informal language training with proper career development and follow-on assignments.

3. Objective. The objective of the MCFLP is to ensure that thoroughly trained, competent linguists are available to meet Marine Corps requirements.

4. Policy

a. Foreign language capabilities are significant adjuncts to a Marine's career potential. The individual efforts of linguists to maintain proficiency in their language(s) should be favorably reflected in Marine performance ratings/fitness reports.

b. Commands whose mission accomplishment depends on language skills of assigned personnel shall establish vigorous foreign language proficiency sustainment programs and afford maximum opportunities during duty hours for foreign language proficiency sustainment training.

c. Commands whose mission accomplishment is not dependent on language skills but have stated language requirements; e.g., interpreters, may establish foreign language proficiency sustainment programs per reference (a) and this Order.

d. The standard for all Marine linguists is to achieve and maintain Defense Language Proficiency Test (DLPT) skill level 2 in all functional areas of their target language as it relates to their specific MOS. DLPT skill level descriptions are contained in reference (a).

5. Elements of the MCFLP

a. For the MCFLP to be effective, it is important to understand the elements and terminology which constitute its foundation. The following elements comprise the Marine Corps Foreign Language Program:

(1) Management. Management encompasses career development, testing, incentives, standards, assignments, and linguistic training life cycle. Reference (a) outlines service responsibilities for the management of the Defense Foreign Language Program (DFLP), which is concerned with the total Department of Defense (DoD) Foreign Language Program. The Marine Corps Service Program Manager (SPM) for the Foreign Language Program is the Director of Intelligence (CMC (C4I)).

(2) Training. The MCFLP, through the Defense Language Institute, Foreign Language Center (DLIFLC), provides formal courses in basic, intermediate, advanced, and sustainment training for more than 30 languages. Training includes all programs resident and nonresident, mission-required and mission-related, which provides for accession, sustainment, and enhancement of language skills. Commands who establish Unit Language Programs (ULP) will be guided by reference (a) and this Order.

(3) Inventory. An integral function of the MCFLP is the ability to provide an accurate and readily retrievable database which identifies language qualified Marines by specific language(s), current proficiency, and unit location.

(4) Requirements. The MCFLP's cornerstone is accurate and timely identification of language requirements which satisfy operational and contingency needs.

(5) Technology. The MCFLP Manager/Sponsor/DIRINT/ will identify, and propose for acquisition, advanced technology which will assist in satisfying the growing requirement for sustainment and enhancement of language skills. Examples of technology include: computer-assisted instruction, computer-assisted translation, interactive video instruction, and satellite language learning initiatives.

(6) Incentives. The Foreign Language Proficiency Pay (FLPP) Program (reference (b)), provides a monthly pay incentive designed to attain/retain a cadre of highly qualified personnel who are proficient in a foreign language. Other incentives include attendance in one of the following language sustainment training programs: the In-Country Language Proficiency Training Program (ICLPTP) or the Defense Advanced Language Area Studies Program (DALASP).

(7) Evaluation. In order to support the testing requirement for FLPP justification, the entrance requirement for Intermediate language classes at DLI and to encourage proficiency sustainment/enhancement in general, all personnel eligible for FLPP must take The Defense Language Proficiency Test annually. CMC (MA) and local education offices can provide assistance in administration of the DLPT. In addition, duty-specific performance for Marines in MOS's 267x, 2643, 0251, and MOS 0211 are evaluated per references (c) and (d), respectively.

b. Current language definitions and terminology are contained in reference (a). Specific questions concerning terminology or foreign language skill level descriptions will be addressed to the SPM.

6. Responsibilities of the Components of the Marine Corps
Foreign Language Program

a. Marine Corps Foreign Language Committee (MCFLC)

(1) The MCFLC provides a forum to discuss and resolve potential problems, validate requirements, obtain factual inputs, compile information, explore new technology, address foreign language matters raised as agenda items by committee members, and formulate Marine Corps positions on issues concerning the Defense Foreign Language Program.

(2) Membership of the MCFLC shall consist of appropriate representatives from the following commands/staff agencies:

Assistant Chief of Staff, C4I	Chairman
Deputy Chief of Staff (DC/S) Manpower and Reserve Affairs	Member
DC/S Requirements and Programs	Member
DC/S Plans, Policies and Operations	Member
Director, Coalition and Special Warfare Division, MCCDC	Member
Director, Training and Education Division, MCCDC	Member
Director, Requirements Division, MCCDC	Member
CG Fleet Marine Forces, Atlantic (FMFLant)	Member
CG Fleet Marine Force, Pacific (FMFPac)	Member
Inspector General of the Marine Corps	Member

(3) The Marine Corps Foreign Language Committee shall convene annually or upon the request of a member. The annual meeting will convene 1 month prior to the annual Defense Foreign Language Program General Officer Steering Committee meeting.

b. Service Program Manager

(1) Serve as the overall Marine Corps point-of-contact with internal and external Marine Corps and joint commands and agencies for matters involving foreign language. This includes providing representation to DoD level and other formal and ad hoc committees, groups, and conferences such as the National Security Agency's Military Language Advisory Group (MLAG).

(2) Ensure compliance with the SPM responsibilities outlined in reference (a).

(3) Maintain records on all Unit Language Programs (ULP) and cross-check information on existing programs with DLIFLC. Records will include, but are not limited to, the following information:

Program location Monitored Command Code (MCC).

Language coordinator.

Languages and types of courses taught.

Enrollments, completions, and proficiency by language.

Numbers and types of tests administered.

Direct operating costs.

(4) Ensure commands with established ULP's submit all reports per reference (a).

(5) Ensure commands, staff agencies, and billet sponsors identify positions/billets which require foreign language skills.

(6) Maintain an accurate database which reflects MCC, Tables of Organization (T/O's), line numbers, billet descriptions, specific language(s), and proficiency levels required.

(7) In coordination with DC/S M&RA, forward new, recurring foreign language training requirements to CG MCCDC (C46) for formal school planning, programming, budgeting and school seat coordination per the Training Input Plan (TIP) process; i.e., project quota requirements for the next 5 years, annually, each August.

c. Force Language Program Manager

(1) Serve as the FMF point-of-contact on all matters involving FMF foreign language requirements and training.

(2) Ensure commands with established ULP's submit all reports required by reference (a).

(3) Ensure commands identify positions/billets which require foreign language skills and provide the SPM with an annual update of all T/O billets (by line number and proficiency level) requiring language skills.

(4) Designate a Unit Language Program Coordinator (ULPC) at units requiring language skilled Marines.

(5) Provide a Fleet Marine Force representative to the MCFLC, as required.

d. Unit Language Program Coordinator

(1) Serve as the point-of-contact on all matters involving the unit's foreign language requirements and program.

(2) Submit all reports required by reference (a) via the Fleet Marine Force Language Program Manager (LPM).

7. Action

a. Assistant Chief of Staff (CMC (C4I))

(1) Serve as the Marine Corps SPM for the MCFLP.

(2) Per reference (e), coordinate with the DC/S for M&RA, CG MCCDC (C46), DC/S for R&P, and DC/S PP&O, in the planning, programming budgeting and monitoring of training requirements, quota distribution, and personnel input for formal school training.

(3) Coordinate with the CG MCCDC (Requirements Division) and CG's FMFLant and FMFPac to identify target language requirements.

(4) Coordinate with the CG MCCDC (C46) on the establishment of language basic and sustainment courses to meet specific requirements.

(5) Establish and chair the Marine Corps Foreign Language Committee.

(6) Coordinate with DLIFLC and the DC/S M&RA to ensure the appropriate Defense Language Proficiency Tests (DLPT) are administered annually to all qualified linguists.

(7) Serve as the military occupational specialty (MOS) sponsor for FMF interpreters (secondary MOS 8611).

(8) Administer the Foreign Language Proficiency Pay Program, per reference (b).

(9) Sponsor the Foreign Area Officer (FAO) Program and Marine Corps participation in the Defense Attache System (DAS), both active duty and Reserve, per references (f) and (g), respectively.

(10) Coordinate Marine Corps participation in the In-Country Language Proficiency Training Program, and other applicable foreign language sustainment programs.

(11) Ensure Marine Corps participation in the Naval Security Group Command's Cryptologic Diagnostic Examination per reference (c).

b. Deputy Chief of Staff for Manpower and Reserve Affairs (CMC (M&RA))

(1) In coordination with AC/S C4I and CG MCCDC (C46), manage student selection and class assignment for formal school training.

(2) Ensure that DLAB and DLPT scores and appropriate service school codes for foreign language training are accurately entered into the Manpower Management System (MMS).

(3) Ensure assignments of language military occupational specialties are made per references (f), (h), and (i).

(4) Ensure personnel assignments for linguists are made with a view toward deriving maximum benefit from the linguists' foreign language skills and area/country expertise, per references (f), (j), (k), and (l).

(5) In coordination with the AC/S C4I, ensure Marines selected for foreign language training meet the prerequisites established for formal training in the particular target language.

(6) In coordination with the AC/S C4I, maintain an accurate, inventory database of foreign language qualified personnel.

(7) Upon request, provide the AC/S C4I with a periodic listing, by name, grade, language, proficiency, and unit location of those Marines receiving Foreign Language Proficiency Pay.

(8) Identify, maintain, and provide to the AC/S C4I when requested, an accurate, readily retrievable database of foreign language qualified Reserve Marines.

(9) Coordinate with CG MCCDC (C46) to ensure Reserve units who require linguistic capabilities have adequate resources and facilities to support foreign language training of Selected Marine Corps Reserve (SMCR) linguists.

(10) Coordinate with the AC/S C4I and CG MCCDC (C46) in the planning, programming, and budgeting for sustainment and skill progression foreign language training requirements for the Marine Corps Reserve.

(11) Provide a member to the Marine Corps Foreign Language Committee.

c. Deputy Chief of Staff for Plans, Policies, and Operations (CMC (PP&O))

(1) Coordinate with the AC/S I, CG's MCCDC FMFLant, and FMFPac in the identification of Marine Corps target language requirements, and ensure appropriate documents, country studies, and contingency plans reflect those language requirements.

(2) Provide a member to the Marine Corps Foreign Language Committee (MCFLC).

d. Commanding General, Marine Corps Combat Development Command (CG MCCDC)

(1) In coordination with the AC/S C4I and DC/S M&RA, plan, program, budget, and allocate school seat quotas for formal school training for active duty and Reserve personnel. This includes serving as principal point-of-contact with outside schools and commands for quota allocation, per reference (e), and extensive coordination with AC/S C4I and DC/S M&RA for fill of language quotas.

(2) Coordinate with the MCFLC in the validation of FMF target language requirements.

(3) By reference (m), and in coordination with the AC/S C4I, establish and/or secure basic language and sustainment courses to meet specific requirements.

(4) In coordination with AC/S C4I, explore new and/or advanced language training technologies (e.g., IVD, CAI, etc.).

(5) Identify Security Assistance (SA) positions, situations, and billets which require foreign language skills.

(6) Provide three members to the Marine Corps Foreign Language Committee (one from Coalition and Special Warfare Division, one from Requirements Division, and one from Training and Education).

e. Commanding Generals, Fleet Marine Force, Atlantic and Pacific

(1) Ensure the establishment and management of ULP's to support foreign language sustainment and enhancement training.

(2) Designate a Force Language Program Manager as the Force point-of-contact on all matters involving foreign language requirements and programs within the respective commands.

(3) Identify operational and contingency target language requirements to the AC/S C4I with copy to CG MCCDC (Requirements Division).

(4) Provide a member to the Marine Corps Foreign Language Committee.


f. Deputy Chief of Staff Requirements and Programs (CMC (R&P)). Provide a member to the Marine Corps Foreign Language Committee.

g. Inspector General of the Marine Corps (CMC (IG))

(1) Monitor, inspect, and report compliance with this Order.

(2) Provide a member to the Marine Corps Foreign Language Committee.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.


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Linguist Billet Sponsors at HQMC

Language Required Billets	INT	M&RA	MCCDC	I&L	PP&O
Crypto-Linguists Translators	INT				
Counter- Intelligence Attaches/DAS Intel Ass't	INT INT INT				
Foreign Area Officers	INT				
MOLINK	INT				
Interpreters	INT				
Security Assistance				LMO-2	SO/LIC
Foreign Personnel Exchange Program		MPP-3			PP&O
Foreign PME Students		MMOA-3	MCU		
OSIA INF	INT	MMOA-3			PP&O
SOLIC			C-38FL		
JOINT (OTHER THAN DAS)		MMOA-3			

ENCLOSURE (1)

Records Disposition Instructions

1. Retention Period: Permanent. Transfer all records of policy, procedures, and guidance to the Washington National Records Center (WNCR) when 4 years old:
 - a. Defense Language Proficiency Tests.
 - b. FAO/Defense Attache System Program records (both active duty and Reserve).
 - c. FLPP Program records.
 - d. All foreign language sustainment/enhancement program records to include: In-country Language Proficiency Training, Defense Advanced Language and Area Studies Program (DALASP), Naval Security Group's Cryptologic Diagnostic Examination files.
2. Retention Period: 4 years. Record of meeting minutes of the Marine Corps Foreign Language Committee (MCFLC), to include Service Program Manager and Force Language Program Manager (LPM) records created or accumulated as a result of DoD representation on formal and ad hoc committees, groups, conferences, and interaction with the Director, Central Intelligence Foreign Language Committee and all supporting documentation.
3. MCFLP records with 2-year retention periods:
 - a. Marine Corps SPM and FMF LPM copies of MCFLP records submitted to the Defense Language Institute (DLI) for further input into the Army Training Requirements and Resources System (ATRRS) database.
 - b. Marine Corps Unit Language Program records to include Unit Language Program Coordinator designation, and all language instruction, by type and curriculum, which is provided by a contract instructor or mobile training team.
 - (1) SPM and FMF LPM copies.
 - (2) Marine Corps field activities.
 - c. SPM and FMF LPM database records of designated MCFLP MCC's, Tables of Organization (T/O's), line numbers, billet descriptions, specific languages assigned, proficiency levels required and annual updates of Marine Corps T/O billets which require foreign language skills.

ENCLOSURE (2)

d. Recurring foreign language training requirement records to include: formal school planning, budgeting, school seat selections, Training Input Plan, Training Quota Memoranda (TQM's) Army Training Requirements Resources System records for USMC use and confirmation of language training requirements.

(1) Copies maintained by MCFLP SPM, FMF LPM, and the DC/S M&RA.

(2) Copies maintained by the CG MCCDC (Requirements Division, CG FMFPac, and FMFLant.

(3) Copies maintained by Marine Corps ULPC's.

e. FMF LPM's annual report on the status of all UP's within their cognizance.

f. DC/S M&RA database files of designated foreign language qualified active and Reserve Marine Corps personnel by specific identifier (SSN Name, etc.) provided to the FMF LPM, and SPM, record lists of linguist billet sponsors at HQMC.

(1) Copies maintained by DC/S M&RA, FMF LPM, and SPM.

(2) Copies maintained by Marine Corps ULPC's.

g. DC/S PP&O records of target language requirements, country studies, and contingency plans applicable to the MCFLP and submitted to the FMF LPM, and SPM.

(1) Copies maintained by MCFLP SPM, FMF LPM, and the DC/S M&RA.

(2) Copies maintained by Marine Corps ULPC's.

h. FMFPac and FMFLant records of operational and contingency target language requirements submitted to CG MCCDC (Requirements Division), FMF LPM, and SPM.

(1) Copies maintained by CG's FMFPac, FMFLant.

(2) Copies maintained by CG MCCDC (Requirements Division), FMF LPM, and SPM.

i. Inspector General (IG) files of inspections conducted and reports established for compliance with the MCFLP and higher headquarters mandates.

(1) Copies maintained by HQMC.

(2) Copies maintained by units.

ENCLOSURE (2)